

**CAL FIRE TRAINING**  
(No. 8 May 1999)

**4001**

Training is the process whereby state employees, either individually or in groups, participate in a formalized program of instruction (with lesson plan, instructor or instructional device) to acquire skills and knowledge of their current or future job performance. (DPA Rule 599.817)

**DEFINITIONS**

**4001.1**

(No. 14 March 2001)

<b>Career Development</b>	Career development is used to prepare an employee for promotion and to improve the employee's performance. It is intended to help provide an opportunity for self-development while also assisting in the achievement of the Department's mission.
<b>Career Plan</b>	A written plan describing an employee's short- and long-range career goals in the Department; also the objectives established to achieve these goals. The career plan must be approved by the employee's supervisor, taking into consideration availability of funds and time constraints.
<b>Career Related Training</b>	Assists the employee in developing his or her career potential in the Department, but need not relate to achievement of a department's upward mobility goal; designed to help provide the employee with self-development while achieving the Department's mission; does not have to be related to the employee's current job and is not required by the appointing power. (Department of Personnel Administration Rule 599.817)
<b>Course</b>	Training material developed to meet the requirements of a major function of some position. It is based upon a logical group of performance objectives.
<b>Drill</b>	That time spent practicing the skills and knowledge gained through training. Drill applies to both manipulative skills (i.e., hose lays) and thought processes (i.e., fire planning).
<b>Job Description</b>	A duty statement that lists all the tasks the individual performs in his or her position.

**Job Enhancement Training**

Designed to improve the knowledge, skills and abilities of the employee above the minimum acceptable level of competency established for a specific job assignment.

**Job-Related Training**

Job-related training is designed to increase job proficiency or improve performance above the acceptable level of competency established for a specific job assignment.  
(Department of Personnel Administration Rule 599.817)

**Job-Required Training**

Job required training is that which is required by mandate or policy designed to ensure that employees meet the minimum performance standards for their current job. Job-required training is designed to assure adequate performance in a current assignment. This includes orientation training, training made necessary by new assignments or new technology, refresher training for maintenance of ongoing programs, safety training and training mandated by law or other state authority.  
(Department of Personnel Administration Rule 599.817)

**Mandatory**

Mandated in a federal or state government code.

**Module**

The smallest logical unit of instruction embracing a single subject; designed to stand alone, to be combined into another course or to support a course.

**On-the-job Training (OJT)**

An alternative or complement to formal classroom training that is planned and conducted by a qualified individual, usually at the work site, either through the use of problems or situations or the more traditional learn-while-you-work approach in which a work product is involved.

**Performance Standard**

A stated minimum level of performance for a specific task. Performance standards are used to define training needs and to measure individual performance against accepted norms.

**Primarily Clerical or Administrative**

"Primarily clerical or administrative" means the performance of clerical or administrative duties for ninety percent (90%) or more of the time worked within each pay period.

<b>Probationary Requirement</b>	Required for successful completion of the course before receiving permanent civil service status.
<b>Program (CAL FIRE)</b>	A major branch of CAL FIRE's organization, e.g., Resource Management and Fire Protection, etc.; a selection of courses designed to fulfill the needs of one or more employees (usually a group of employees sharing common needs).
<b>Recommended</b>	See "Job Related."
<b>Refresher Training</b>	Designed to maintain currency in a discipline and update employees in their knowledge of policies and procedures and in basic skills gained in previous training. Such courses include P.O.S.T., Advanced Officer Refresher and E.M.T. or HazMat Recertification.
<b>Regularly Employed</b>	"Regularly employed" means being paid wages, salary or other remuneration for the performance of those duties normally carried out by employees.
<b>Task</b>	A major performance requirement of a job. For example, a task of the logistics section chief may be determining the source, quantity and types of resources available for a fire.
<b>Task Analysis</b>	A detailed analysis of all the tasks required to perform a particular job.
<b>Training</b>	The process whereby the Department employee, either individually or in a group, participates in a formalized program of instruction (with lesson plans, instructor or instructional device) that permits the employee to acquire knowledge and skills.
<b>Unit Option</b>	Timing (when the employee is to attend) and/or attendance is at the option of the unit manager.

## **Upward Mobility Training**

Upward mobility training is designed to provide career movement opportunity for employees within classifications designated as upward mobility. (Department of Personnel Administration Rule 599.817). Upward mobility classifications are classifications in low paying occupations. Upward mobility classifications include those found in the following occupational groups: clerical supervisory, clerical, semiskilled, crafts and trades, supervisory crafts and trades, custodial, supervisory custodial and laborers. (Government Code Sections 19400-19401)

Upward mobility training is not required by the Department. Employees are encouraged to initiate their own career plan and upward mobility training.

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